

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ( ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	CAORTE		
FIRST NAME	ENRIQUE	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	ESTREMOS		
3. DATE OF BIRTH (mm/dd/yyyy)	August 02, 1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Albuera, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	Purok Okra House/Block/Lot No. Street Subdivision/Village Liloan City/Municipality Ormoc Leyte Province
7. HEIGHT (m)	163cm		
8. WEIGHT (kg)	72.8 KS	ZIP CODE	
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	Purok Okra House/Block/Lot No. Street Subdivision/Village Liloan City/Municipality Ormoc Leyte Province
10. GSIS ID NO.	000-6106-5421-5		
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	13-050024648-1	ZIP CODE	6521
13. SSS NO.	06-1068421+5	19. TELEPHONE NO.	NONE
14. TIN NO.	165-945-346	20. MOBILE NO.	09363221094
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	NONE

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAORTE	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PERLA	NAME EXTENSION (JR., SR)	JUNE NIÑO P. CAORTE
MIDDLE NAME	PEPITO		January 30, 2003
OCCUPATION	HOUSEWIFE		
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	CAORTE		
FIRST NAME	ENRIQUE	NAME EXTENSION (JR., SR) SR	
MIDDLE NAME	CALABIA		
25. MOTHER'S MAIDEN NAME			
SURNAME	ESTREMOS		
FIRST NAME	VISICTACION		
MIDDLE NAME			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	ALBUERA CENTRAL SCHOOL	Primary	1976	1981		1981	
SECONDARY	ALBUERA PRIVATE HIGH SCHOOL	Secondary	1981	1985		1985	
VOCATIONAL / TRADE COURSE							
COLLEGE	ViSCA, Baybay City, Leyte	BSF II	1986	1988	84 units	UNDERGRAD	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	19 JUNE 2019	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

V. WORK EXPERIENCE	
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.	

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[illegible]

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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	PHI BETA KAPPA FRATERNITY SORORITY	1985	PRESENT		MEMBER
	KABALIKAT CIVICOM	2010	PRESENT		MEMBER
	GUARDIAN (VSU CHAPTER)	2000	PRESENT		MEMBER

(Continue on separate sheet if necessary)

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)


[illegible]

(Continue on separate sheet if necessary)

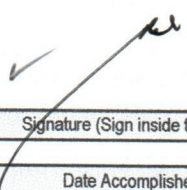
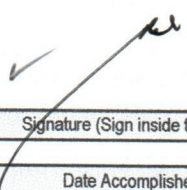
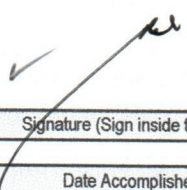



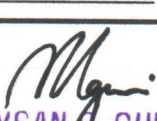
## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DRIVING	CERTIFICATE OF RECOGNITION BFP BAYBAY CITY ON OCTOBER 16, 2018	ADMINISTRATIVE PERSONNEL ASSOCIATION (AdPA)
FIRE FIGHTING	CERTIFICATE OF APPRECIATION FOR FIRE CONSCIOUSNESS AND PREPARENESS ON FEBRUARY 27, 2008	
	COMMENDATION FOR HAVING ACTIVELY PARTICIPATED IN FIRE OLYMPICS (BFP) ON MARCH 31, 2010	
	CERTIFICATE OF RECOGNITION FOR SELFLESS AND UNTIRING EFFORT IN ASSISTING OUR FIRE FIGHTERS IN BRGY. BUNGA	

(Continue on separate sheet if necessary)

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<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>													
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>													
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>													
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>MS. CHERYL BATUCAN</td><td>BGY. LILOAN, ORMOC CITY</td><td></td></tr><tr><td>MR. ROMEO CALABIA</td><td>BGY. LAWIS, ALBUERA LEYTE</td><td></td></tr><tr><td>MR. SALDY PITOGO</td><td>BGY. LILOAN, ORMOC CITY</td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	MS. CHERYL BATUCAN	BGY. LILOAN, ORMOC CITY		MR. ROMEO CALABIA	BGY. LAWIS, ALBUERA LEYTE		MR. SALDY PITOGO	BGY. LILOAN, ORMOC CITY		
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<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>														
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td><u>DRIVER LICENSE</u></td></tr><tr><td>ID/License/Passport No.:</td><td><u>H03-07-001934</u></td></tr><tr><td>Date/Place of Issuance:</td><td><u>2016-08-02</u></td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	<u>DRIVER LICENSE</u>	ID/License/Passport No.:	<u>H03-07-001934</u>	Date/Place of Issuance:	<u>2016-08-02</u>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 80px; text-align: center; vertical-align: middle;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)	Date Accomplished
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<p>SUBSCRIBED AND SWORN to before me this <u>02 JUL 2019</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;"> <b>ATTY. RYSAN C. GUINOCOR</b> <b>VSU LEGAL OFFICER</b> Person Administering Oath</div>														